

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB01-33

Date: October 17, 2001  
Expiration Date: 06/30/02  
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: MONTHLY REPORTING INSTRUCTIONS

The purpose of this information bulletin is to provide instructions for financial and participant monthly reporting for the Workforce Investment Act (WIA) program. Monthly financial and participant reports must be filed for the months of January, February, April, May, July, August, October, and November, and are due on or before close of business the 20th of each month. To illustrate further; a monthly report for January would therefore be due on or before the 20th of February. In the months of March, June, September, and December, quarterly reports must be filed.

These instructions are effective until further notice and are needed to report financial and participant data for the following funding:

- Youth (GC 301, 340)
- Adult (GC 201, 202)
- Dislocated Worker (GC 501, 502)
- Rapid Response (GC 540, 541, 542, 543)
- National Emergency Grants ( 723, 724, 727, 728, 729, 737)
- Title II (JTPA) to Title I (WIA) Transition (GC 112, 222, 276)
- Title III (JTPA) to Title I (WIA) Transition (GC 516, 604, 608)
- Statewide Activities – 15 percent, including Veterans Supplemental (GC 197, 198, 211, 213, 214, 290, 291, 607, 609, 610, 614, 615)
- Caregivers Training Initiative (CTI) State Match Funds (GC 798)

Expenditures and obligations reported monthly are to be reported on a cumulative basis. Any Local Workforce Investment Areas or Subgrantees with access to the Job Training Automation (JTA) system are required to transmit their financial information and Individual Participant Data (IPD) in electronic format (direct transmission). The electronic transmission for monthly reports is due no later than close of business on or before the 20th of every month.

Since some subgrantees have not established JTA connectivity, the monthly reporting instructions below are divided into two categories: those connected and using the JTA system and those not connected to the JTA system.

1. Subgrantees connected and using the JTA system:

- Submit expenditure data for all grant codes EXCEPT grant codes 276, 301 and 340 using the JTA screen shown in *Attachment 1*. Line item instructions for *Attachment 1* are provided in *Attachment 2*. For grant codes 276, 301 and 340 (youth) use *Attachment 3*. Line item instructions for *Attachment 3* are provided in *Attachment 4*.

- Upon accessing the JTA system and entering the monthly report period (01/20/02, for January 2002) into the Summary of Expenditures (EXPD) data screen, submit the information on the appropriate reports using the line item instructions included for *Attachments 1 and 3*.

Continue to submit the Extract WIA Individual Participant Data (XWID) through the JTA system by the 20th of each month. Instructions on how to complete this form are contained in the *WIA Participant Reporting Handbook* located in Information Bulletin [WIAB00-89](#).

## 2. Subgrantees not using the JTA system:

- Submit expenditure data for all grant codes EXCEPT grant codes 276, 301 and 340 using the form shown in *Attachment 1*. Line item instructions for *Attachment 1* are provided in *Attachment 2*. For grant codes 276, 301 and 340 (youth) use *Attachment 3*. Line item instructions for *Attachment 3* are provided in *Attachment 4*. Fax the financial reports to the attention of David Simpson at (916) 654-9586.
- Complete the Interim Monthly Participant Report using *Attachment 5* following the instructions in *Attachment 6*. Fax this report to the attention of your assigned regional advisor at (916) 653-2467 or program manager at (916) 654-7921, by the 20th of each month.

If you have questions on financial data, contact David Simpson, Financial Management Unit, at (916) 654-9819. For questions regarding participant data, contact Esperanza Cuevas-Reardan, Performance Management Unit, at (916) 654-7585. For JTA questions, contact the Automation Customer Support Unit's help desk at (916) 653-0202.

/S/ BILL BURKE  
Chief

Attachments are available on the Internet:

1. [Summary of Expenditures All Funding Sources Except Youth Form/Line Item Instructions](#) (doc)
2. [Summary of Expenditures Youth Form/Line Item Instructions](#) (doc)
3. [WIA 15 Percent Project Interim Monthly Participant Report Summary Form/Line Item Instructions](#) (doc)